

Guidleines for Library  
Services in Nursing Homes

New Jersey State Library

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# Guidelines for Library Services in Nursing Homes

New Jersey State Library



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**GUIDELINES FOR  
LIBRARY SERVICES  
IN NURSING HOMES**

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1988





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# THEORY OF SETS

CHAPTER I. THE BASIC DEFINITIONS

1.1. DEFINITION. A set is a collection of objects, called elements, which are distinguished by their properties.

1.2. DEFINITION. If  $x$  is an element of a set  $A$ , we write  $x \in A$ .

1.3. DEFINITION. If  $A$  and  $B$  are sets,  $A \subseteq B$  if and only if every element of  $A$  is an element of  $B$ .

1.4. DEFINITION. The union of two sets  $A$  and  $B$  is the set  $A \cup B$  consisting of all elements which are in  $A$  or in  $B$ .

1.5. DEFINITION. The intersection of two sets  $A$  and  $B$  is the set  $A \cap B$  consisting of all elements which are in both  $A$  and  $B$ .

1.6. DEFINITION. The difference of two sets  $A$  and  $B$  is the set  $A - B$  consisting of all elements which are in  $A$  but not in  $B$ .

1.7. DEFINITION. The complement of a set  $A$  is the set  $A^c$  consisting of all elements which are not in  $A$ .

1.8. DEFINITION. Two sets  $A$  and  $B$  are disjoint if and only if  $A \cap B = \emptyset$ .



## INTRODUCTION

Early in 1987, the New Jersey State Library convened a statewide meeting to discuss library services in nursing homes. It brought together librarians, staff and administrators of nursing homes and other interested people to consider how library services can most effectively be made available to the residents of nursing homes in New Jersey. The recommendation of this group was that an Ad Hoc Committee, composed of both library and nursing home staff members, be formed to review what is and what should be available and to recommend ways of assuring that successful library service is available in nursing homes.

Library services are a source of information, education, and recreation for nursing home residents. The roadblocks to providing those services, however, include financial limitations, rapid staff turnover and/or limited personnel, book loss, and communication gaps between the nursing home and existing library service providers.

To assist in overcoming these roadblocks the Ad Hoc Committee report outlines practical guidelines for library services in nursing homes, identifies available resources for supplying them, and makes major recommendations for improving library services in nursing homes statewide. Many of the principles and suggestions will also be applicable to Medical Day Care Centers and senior residences.

## MAJOR RECOMMENDATIONS OF THE AD HOC COMMITTEE

The nursing home and the public library are the two institutions within any given community that have the greatest potential for improving library services to residents of nursing homes. The Ad Hoc Committee identified fifteen major recommendations for the improvement of library services that could be implemented by those institutions.

### THE NURSING HOME:

- ~ should provide some form of library service to its residents.
- ~ should identify and draw upon all local resources (public library, adult education, etc.) that might contribute to the nursing home library service program.
- ~ should accept full responsibility for these materials .
- ~ should inform and involve the entire nursing home staff in the library service program.
- ~ should recruit and retain volunteers to assist in the library service program.

### THE PUBLIC LIBRARY:

- ~ should promote and support the Talking Books program to all eligible participants, including residents of nursing homes and homes for the aged.
- ~ should inform nursing homes about relevant resources and services available through it.
- ~ should provide advice and technical assistance to nursing homes establishing or expanding a library service program.

## THE NURSING HOME AND THE PUBLIC LIBRARY:

- ~ should work together for the good of their common clientele in the nursing home.
- ~ should establish and maintain a communications mechanism or dialog.
- ~ should outline joint service agreements and arrangements in written contract.
- ~ should educate and train all staff members about joint service agreements and arrangements.
- ~ should advocate for the library rights of nursing home residents.
- ~ should identify the need for and promote the development of library materials and formats that meet the special needs of residents of nursing homes.
- ~ should serve as information and referral links to each other.



## GUIDELINES FOR LIBRARY SERVICES IN NURSING HOMES

These recommendations for creating or evaluating a library service program are intended to serve as guidelines with practical suggestions for implementation within a nursing home. Libraries in nursing homes may be set up formally or informally. They may range from a room complete with shelves and a card catalog to a booktruck. The recommendations that follow will be of assistance in either situation.

It may be helpful to make an appointment to visit the local public library early in the planning process for advice and technical assistance on setting up a library. The public library may also be willing to share or loan its resources to the nursing home. To make the library service program viable, the administration of the nursing home must understand and support it in total.

Decisions, policies and procedures for the planning and administration of the nursing home library program include the following:

**Purpose.** Why should the nursing home have a library? What needs should it fill? How will the residents be involved in determining those needs?

**Collection.** What materials should the library collection include? How are they obtained -- purchase, donation, loan? How would they be selected and discarded when no longer useful?

**Services.** How will residents sign out or obtain library materials? How will the materials be retrieved? What other services would the library provide? Who will provide those services? When will they be available? Who will be able to use them -- staff, family members or residents?

**Staffing.** What commitment of paid staff time will be made to the library program? What training or qualifications will be necessary? What role will volunteers and residents play?

**Facilities.** Where will the materials be housed? How will they be organized? What provisions would be made for the security of the collection?

**Funding.** What will the budget be for the library? Will it be sufficient to support the library program?

The following pages provide recommendations and suggestions for answering these questions.

## PLANNING

It is important to identify the purpose of the library within the nursing home so that materials and services can be planned accordingly. The library in the nursing home may serve one or more of the following functions:

**Recreation.** The library provides recreational reading materials; it may sponsor activities and programs.

**Information.** The library supplies up-to-date information on a variety of subjects, including current events, coping skills and topics of interest to their residents.

**Education.** The library is a center for lifelong learning and accesses outside sources to support this function; it may sponsor classes, courses, tutoring sessions and lectures and displays.

**Social.** The library is a forum for social exchanges among the residents; it emphasizes activities and programs as well as provides an inviting reading area.

A good first step in the planning process is to conduct a needs/resources assessment of the nursing home. This assessment includes:

- ~ Identification of library needs as perceived by the residents and by the staff.
- ~ Identification of existing resources, both human and material, such as what books are in the nursing home.
- ~ Identification of outside sources for obtaining library materials, permanently or on a loan basis.



Planning also includes identifying a means of evaluation to ensure that the library program is successful in meeting its goals. The Resident Council or a similar group should provide input and suggestions for the library service program. User surveys and/or statistics could also be helpful in evaluating the program.

## STAFF

Coordination and administration of the program should be carried out by one person to ensure continuity of service. Usually the Activity Director/Recreation Director is given the responsibility for coordination of the library program. The responsibilities, duties and time commitments of each person involved in the library program should be written out and agreed to before service begins. Volunteers can be a valuable addition to the program. Training, coordination and supervision of the volunteers, however, should be conducted by a paid staff member or a responsible volunteer coordinator who is supervised by paid staff.

If the library program is not coordinated by a trained librarian, it is desirable that the coordinator have access to the expertise of a professional librarian. A contact person at the local public library, for example, may provide information and guidance in such areas as book selection and procedures for organizing the library. Training in library work may be available through workshops or courses sponsored by such institutions as Glassboro State College, Rutgers University, the New Jersey Library Association, the New Jersey State Library and the six Regional Library Cooperatives.

Other staff members should be informed about library resources and involved in decisions about the service program.

Major responsibilities connected with library services in the nursing home include:

- ~ Maintenance of the library collection -- selecting, ordering and processing new materials; weeding existing collection of outdated or worn items; examining donations to determine their suitability.

- ~ Maintenance of materials loaned by outside sources -- contacting source; organizing appropriate security procedures; recordkeeping; returning materials/collections on pre-arranged basis.
- ~ Circulation of library materials -- developing policies and procedures; administering sign-out, sign-in system; retrieval of materials not returned; shelving materials.
- ~ Delivery of library materials -- changing collections; staffing book truck routes on wards.
- ~ Provision of other library services -- programs, information and referral, and interlibrary loan.
- ~ Administration of program -- training, recruiting, scheduling and supervising staff and/or volunteers.

While some of these duties may be carried out by volunteers or the residents themselves, some of them should be conducted by nursing home staff. It is important that the duties and responsibilities of each individual be identified, and it is essential to the success of the total program that consistent and regular hours be maintained.

For sources of volunteers, consult the Volunteer Sources section on the following pages.



## VOLUNTEER SOURCES

*American Association of Retired Persons, AARP*

919 Third Avenue, 28th Floor

New York, NY 10022

212-758-1411

This is the area office for Delaware, New Jersey, New York and Pennsylvania. Call to find the address of your local chapter.

*Community Resources Directory*

Harriet Clyd Kipps, ed.

Gale Research Company

Detroit, Mich. 48226

2nd ed., 1984

A new edition of this directory is being planned. No publication date is available. This directory lists hundreds of volunteer groups. Each entry is annotated listing the type of volunteer work the group performs.

*New Jersey State Federation of Women's Clubs*

55 Clifton Avenue

New Brunswick, NJ 08901

201-249-5474

The Federation encompasses Women's Clubs and the Junior Women's League. Many of the clubs throughout the state have committees that service nursing homes. Call for the address of your local chapter.

*Office of the Ombudsman for the Institutionalized Elderly*

State of New Jersey

28 West State Street, Room 305, CN 808

Trenton, NJ 08625

609-292-8016

Jack Ryan, Volunteer Coordinator

This state agency oversees institutions such as nursing homes. The volunteer coordinator can lend some assistance in developing volunteer programs for recruitment and retention.

*Office of Volunteerism*

Governor's South Jersey Office

1873 Route 70 East

Cherry Hill, NJ 08003

Kelly Law

609-424-8900

Promotes volunteerism in New Jersey. Publishes a newsletter and holds conferences on volunteerism.

*Retired Senior Volunteer Program - RSVP*

Volunteer opportunities are created in non-profit agencies and proprietary health care facilities for those 60 and over. Insurance, transportation and recognition are also provided for volunteers.

RSVP of Atlantic County

Uptown School Complex

120 Madison Avenue

Atlantic City, NJ 08401

609-344-3803 ext. 259

RSVP of Bergen County

C-18 Bergen Mall

Route 4

Paramus, NJ 08652

201-368-0707

RSVP of Burlington County

Zurbrugg Hospital

Riverside Division, Suite 113

Riverside, NJ 08075

609-835-3520

RSVP of Camden County

Northgate I

7th and Linden Streets

Camden, NJ 08102

609-966-1370

RSVP of Cape May County

Central Mail Room

Cape May Court House

Cape May, NJ 08210

609-886-9556

RSVP of Cumberland County

27 Fayette Street

Bridgeton, NJ 08302

609-451-8000 ext. 356

RSVP of Essex County  
439 Main Street  
Orange, NJ 07050 201-673-0640

RSVP of Gloucester County  
Gloucester County College  
Tanyard Road  
Sewell, NJ 08080 609-468-1742

RSVP of Hunterdon County  
123 Main Street  
Flemington, NJ 08822 210-782-8349

RSVP of Hudson County  
857 Bergen Avenue  
Jersey City, NJ 07306 201-434-1445

RSVP of Mercer County  
Delaware Valley United Way  
3131 Princeton Pike, P.O. Box 29  
Trenton, NJ 08601 609-896-1912

RSVP of Middlesex County  
c/o YWCA Central Jersey  
51 Livingston Avenue  
New Brunswick, NJ 08901 201-828-8668

RSVP of Monmouth County  
191 Bath Avenue  
Long Branch, NJ 07440 201-229-6900

RSVP of Morris County  
County Service Building  
West Hanover Avenue, P.O. Box 372  
Morris Plains, NJ 07950 201-538-7947

RSVP of Ocean County  
1027 Hooper Avenue  
Toms River, NJ 08753 201-244-2222



RSVP of Passaic County  
St. Joseph's Hospital and Medical Center  
703 Main Street  
Paterson, NJ 07503 201-881-6536

Somerset County RSVP  
North Bridge and High Street, P.O. Box 3000  
Somerville, NJ 08876 201-231-7175

RSVP of Sussex County  
18 Church Street  
Newton, NJ 07860 201-383-6861

RSVP of Union County  
60 Prince Street  
Elizabeth, NJ 07208 201-351-0070

RSVP of Warren County  
Old Firth School  
Prospect Street & Marshall Street  
Phillipsburg, NJ 08865 201-454-7000 ext. 33

#### *Volunteer Action Centers*

Provides recruitment, orientation and placement of volunteers in human services programs. Lends assistance to volunteers and to agencies interested in developing volunteer programs.

Volunteer Advisory Council of Atlantic County  
c/o Department of Management and Budget  
1333 Atlantic Avenue, 8th Floor  
Atlantic City, NJ 08401 609-345-6700 ext. 2285

Volunteer Action Center of Bergen County  
64 Passaic Street  
Hackensack, NJ 07601 201-489-9454

Voluntary Action Center of Hudson County  
United Way of Hudson County  
857 Bergen Avenue  
Jersey City, NJ 07306 201-434-1447

Voluntary Action Center of Middlesex County  
100 Livingston Avenue  
New Brunswick, NJ 08901 201-249-8910

Volunteer Center of Monmouth County  
188 E. Bergen Place  
Red Bank, NJ 07701 201-741-3330

Voluntary Action Center of Morris County  
36 South Street  
Morristown, NJ 07960 201-538-7200

Volunteer Center  
Delaware Valley United Way  
3131 Princeton Pike, Building 4  
Lawrenceville, NJ 08648 609-896-1912

Volunteer Placement Bureau  
National Council on Jewish Women  
513 West Mt. Pleasant Avenue  
Livingston, NJ 07039 201-740-1781

Volunteer Center of Somerset County  
P.O. Box 308  
Somerville, NJ 08876 201-725-6643

Voluntary Action Center  
Summit Area Community Council  
P.O. Box 712  
16 Maple Street  
Summit, NJ 07901 201-273-2120

*Volunteer Service Corps Committee*  
New Jersey Association of Health Care Facilities  
2131 Route 33  
Trenton, NJ 08690 609-890-8700  
Will assist nursing homes in setting up volunteer programs and recruiting.

## Books to Help Train Volunteers

### *Suggestions for Friendly Visitors, 1986*

New Jersey Office of the Ombudsman for the Institutionalized Elderly  
28 West State Street, Room 305, CN 808  
Trenton, NJ 08625 609-292-8016

This free booklet provides information to assist a nursing home or library in setting up a volunteer program and developing a handbook for those volunteers. (Note: workshops may also be arranged.)

### *Volunteers in Network Libraries: A Manual of Procedures*

National Library Service for the Blind and Physically Handicapped  
This manual, although geared toward volunteers in libraries for the blind, has useful information that can be adapted to any volunteer group. Available for loan from the New Jersey Library for the Blind and Handicapped. Call to request a copy. 800-792-8322

Besides the organizations already given, another possible source of volunteers is a county probation office. Often people who commit minor offenses are required to do a certain amount of community work. Also consider vo-tech schools, local colleges, high schools, United Way and other service groups.



## FACILITIES

The design of the facilities and furnishings that house library materials should incorporate several principles. The library area should be comfortable; easily accessible by residents; it should provide security for equipment and materials; and display the days and hours of operation.

The security of library materials is an important consideration. While it is ideal to have a library area that can be locked off or a space where the loaded booktruck can be locked in, space limitations may make it impossible. A locked, glassed-in bookcase or a collection location near a staffed point can help reduce book losses. A final alternative is to house expendable library materials only.

The design will vary from nursing home to nursing home in accordance with local needs.

If library materials are to be in a day room:

- ~ Consider creating a reading area for the residents that is comfortable, well lit and quiet.
- ~ Consider distributing personal portability bags to residents, which may be attached to wheelchairs or walkers for carrying books and other items.
- ~ Equip a table with audio equipment (tape recorder/record player/Talking Book machine with headphones) ready to use; secure equipment to table.
- ~ The collection should be changed on a regular basis but no less than once a month.

If library materials are to be used at bedsides:

- ~ Booktrucks will be important for bringing a selection of materials to individuals.
- ~ Personal space limitations will need to be overcome.

- ~ Equip a cart with audio equipment ready to use; secure equipment to bedside table when used by resident.
- ~ Regular routes and hours for the services should be maintained, and the schedule should reflect the times when residents can make maximum use of the service.

If there is a separate library facility:

- ~ It needs good, non-glare lighting; avoid florescent lights, windows and white furnishings.
- ~ Bookshelves should be wheelchair-accessible, not too high or too low.
- ~ Wheelchair mobility is essential; tables will tend to be a barrier.
- ~ Audiovisual equipment will require special security provisions.
- ~ There should be regular, posted hours of operation which take into consideration the routines of the residents; morning and daytime hours are usually best.

### Library Supplies Catalogs

*Brodart Company Supply Division*  
1609 Memorial Avenue  
Williamsport, PA 17705

800-233-8467

*Demco*  
Box 7488  
Madison, WI 63707

800-356-1200

*Gaylord Brothers, Inc.*  
Box 4901  
Syracuse, NY 13221-4901

800-448-6160

*Highsmith Company, Inc.*  
W5527 Highway 106  
P. O. Box 800  
Fort Atkinson, WI 53538-0800

800-558-2110

*Josten's Library Services*  
1301 Cliff Road  
Burnsville, MN 55337

800-328-2980

*University Products*  
P.O. Box 101  
Holyoke, MA 01041

800-628-1912



## LIBRARY SERVICE PROGRAM

The library service program within a nursing home will reflect the needs, priorities, and capabilities of the residents. It should be evaluated annually with input from the residents and the staff. The degree to which each service component is provided and the manner in which it is delivered, will vary from nursing home to nursing home.

The major service components are : Materials Circulation; Individual Material Selection; Information Services; Library Programs; and Library Promotion/Publicity. Suggested guidelines and recommendations for each component follow.

### Materials Circulation

The system by which library materials are made available for borrowing by nursing home residents and staff must encompass two different principles:

- ~ Residents require easy, ready access to library materials to make library services viable; and
- ~ Security for library materials is critical to the continuation of library service.

The individual nursing home will determine the borrowing policies and loan period, if any, for library materials.

A check-out system is used to identify who has what library materials. This system usually involves a check-out card, located in each item that may be borrowed, which identifies the item and on which the identity of the borrower, by name, registration number, or similar device is recorded. The date of the borrowing is also noted. These cards are filed and then used to check materials in upon their return or to retrieve them when they are not returned.

Both residents and staff members should use the check-out system when they borrow materials.

The check-out procedure may be done by the residents or may be handled by volunteers or staff members. Some type of check-out system will help cut down on the loss of materials, particularly those borrowed from other lending institutions.

Another option for materials circulation is the closed collection, where materials are arranged in a central storage area. Materials are removed by volunteers/staff members at the request of an individual resident and/or circulated from it on booktrucks. Some form of charge-out system is still necessary.

Some nursing homes have open collections which operate on the honor system. Residents borrow materials as desired and return them when they are done. Loss of materials is high, so these collections may be composed of expendable items -- donated books, older magazines, etc.

In general, loss of library materials is a severe problem in nursing homes, in part because the residents do not have full control over their personal belongings. It is essential that all nursing home staff members be able to recognize library materials as such and that a commonly accepted method for retrieving and dealing with them be established.

### Individual Material Selection

A volunteer or staff member may help a reader to choose books based upon individualized needs and capabilities. The reader should be questioned on reading interests, language preference of material, and types of materials preferred. This can be done informally or as part of the admission process.

A reader's interest in the library may be sparked through a variety of exhibits, displays and booklists. Exhibits and displays should be changed on a regular basis, no less than once a month, and may focus on a subject, an author, or a genre such as historical fiction. Local bookstores receive free posters, jackets, and similar book promotion materials and may be willing to donate some to the nursing home. Booklists, too, may also have a focus or they may simply list new acquisitions; bookmarks may identify all the authors producing books in a specific subject area. It is a good idea to have booklists and bookmarks printed in a large type format. Posters can also be used to list or highlight books.



## Information Services

Library Information Services include those provided to the staff as well as to the residents themselves; it may also include service to family members of the residents, although this is less frequent.

A Professional Collection contains informational materials that assist nursing home staff members perform their work well. It may include technical information about the elderly, compilations of suggested activities and resources for the elderly, and manuals on training and using volunteers. It could include grantsmanship and grant sources directories and files on relevant community resources and contact people. As an information resource for library staff, it could include professional journals, selection tools, library organization manuals, and library display/program idea books.

A Reference Collection usually does not circulate; it is always in the library to provide answers to questions. It may include such items as a large print dictionary, atlas and Bible. Subscriptions to local newspapers and a weekly news magazine would be worthwhile.

Other items for the reference collection will depend upon local needs and interests. Special needs catalogs, religious books, consumer information, and health care may be located in the circulating collection or the reference collection, depending upon demand and usage.

An Information and Referral (I&R) file lists names, addresses, phone numbers and brief information about agencies or organizations to which residents, staff and family may be referred to for information and assistance beyond the capacity of the library. Information and contact points for these referral sites should be maintained on a current basis. A list of agencies and organizations that might be of use to start an Information and Referral file can be found under the heading Information Services on page

## Programs

Library programs can include educational, cultural, recreational, or informational events that enhance and expand the role of the library. Ideas for programs may come from the staff, the residents, or idea-sparker compilations like Chase's Calendar of Annual Events, which is available at your local public library. A display of related books in the program area can build upon the interest generated by a program topic. The range of possible programs includes the following:



**Discussion Groups.** These may focus on books, films, television programs or issues. They may be support groups or they may be social events.

**Book talks and Book Reviews.** These can be delivered by staff members, volunteers, outside experts, and the residents themselves. Some are also available on filmstrip/cassette programs and videotapes.

**Films, slides and videos.** Presentations can be programs in themselves or lead-ins to a thematic program. While these items are available for purchase and for rental, many are available without cost through such resources as public libraries, the New Jersey State Museum, and the New Jersey Humanities Media Resources collection housed at Rutgers University.

**Speakers.** These can be drawn from the community for a variety of topics; local colleges, businesses and associations sometimes produce a Speakers Bureau.

**Multimedia Programs.** These can incorporate several program formats -- film, song, craft, discussion, speakers, etc. -- into one concise program on a given topic of interest. Topics may range from nutrition and fitness to oral history. Bi-Folkal kits, which include a filmstrip on a particular subject and some memorabilia related to topic, are available for free loan through the New Jersey Department of Community Affairs: Division on Aging, are specifically designed for this type of activity.

**Demonstrations and Performances.** These can be performed by artists in the field of dance, mime, music, or drama and may draw upon local clubs or educational institutions. Cooking and sports, too, may be a draw.

**Arts and Crafts.** Programs can take the form of a workshop or a demonstration.

**Orientation.** Programs on library resources can be valuable, especially for other staff members. If it's done for the residents, it may be done as part of a multimedia program within a specific subject area of interest -- library resources on World War II, for example, following a speaker or film.

**Field Visits.** Visits to community sites may be programs in themselves; those sites -- the public library, the museum, the community college, for example - - may present a special program for the nursing home residents or residents may attend a program for the general public.

**Special Events.** National Library Week, for example, can be the rationale for a series of programs and exhibits on a related theme.

### Library Promotion/Publicity

The best library is of no value if no one uses it. The primary targets for library-related publicity, then, are:

- ~ residents in nursing homes
- ~ staff members of nursing homes
- ~ families of clients

Getting information to all these people may involve using a variety of different techniques, ranging from posters and brochures to workshops. The major promotional methods are summarized below.

**Signage.** Signs identify the location of the library facility and its open hours. Other posters or signs may advertise the availability of library services and sources of further information. Bulletin boards should be used, too. Posters can be purchased from library supply catalogs, created in-house, or obtained from bookstores.

**Informational Brochures.** These can explain general library services and resources in greater detail. They should be individualized to the target audience: clients, staff, families.

**Flyers.** These one-page promotional pieces are used to announce or emphasize special events, programs or new services. A flyer of questions asked, together with the answers given, emphasizes the reference/informational function of the library.

**Newsletters.** These may provide information to those unable to use the library facility as well as encourage its use among those who do. It can include information on new acquisitions or services, program announcements, and book reviews.

It can also solicit feedback in a questionnaire portion. Articles or a regular column in an existing nursing home publication can also help promote the library.

**Orientation Sessions.** These should be conducted for new staff members and volunteers. If possible, new clients and their families should also be introduced to the library in a special introductory visit.



**Exhibits.** Displays and exhibits may draw upon staff talents, local collectors, and the residents themselves. If security is not a problem, local museums, stores, organizations and societies may also provide interesting and timely exhibits.

### Network Services

The local Regional Library Cooperative may be able to suggest libraries that would be willing to provide advice or loan materials to the nursing home.

#### New Jersey Library Network Regional Library Cooperatives

Serving the Counties of Hunterdon, Morris, Somerset, Sussex, Warren:

Regional Library Cooperative - Region 1

31 Fairmount Avenue

P.O. Box 486

Chester, NJ 079030

201-879-2442

Serving the Counties of Bergen, Passaic:

Regional Library Cooperative - Region 2

326 Lafayette Avenue

Hawthorne, NJ 07506

201-427-3996

Serving the Counties of Essex, Hudson:

Regional Library Cooperative - Region 3

24 Commerce Street

Suite 428

Newark, NJ 07102

201-642-2923

Serving the Counties of Union, Middlesex:

Regional Library Cooperative - Region 4

P.O. Box 8058

44 Stelton Road

Piscataway, NJ 08845

201-752-7720

Serving the Counties of Mercer, Monmouth, Ocean:

Regional Library Cooperative - Region 5

Suite 106 Mill Run South

59 Avenue at the Common

Shrewsbury, NJ 07701

201-542-9188



Serving the Counties of Atlantic, Burlington, Camden, Cape May,  
Cumberland, Gloucester, Salem:

Regional Library Cooperative - Region 6

Suite 102

Midway Professional Center

N. White Horse Pike

Hammonton, NJ 08037

609-561-4673

## LIBRARY COLLECTION

Basic materials for a nursing home library collection include large print books, magazines, cassette players, record players and recorded books.

- ~ Ideally the nursing home will also have the following items available: radio, television, 16mm projector, headphones. It is desirable but not essential that it also have the following: screen, slide projector, filmstrip projector, VCR monitor and camera, and some access to slides, filmstrips and videotapes.
- ~ The library should provide or have access to materials beyond the scope of its basic collection through interlibrary loan agreements, deposit collections, circuits, or similar arrangements to meet specialized needs of the residents. Materials which may be borrowed on a short-term basis include art prints, hands-on kits, picture books, foreign language books, juvenile books, high interest/low vocabulary level books, adult basic reading texts, etc.
- ~ Access to or provision of aids and appliances to assist in the reading process should be part of the program.

It is recommended that the collection be arranged by broad subject areas. They may be identified by colored tape or labels on the spine for each subject.

- ~ Mysteries, romances, westerns and science fiction are usually the most popular fiction categories.
- ~ Major non-fiction categories may include history, health, crafts, arts, and poetry; however, these interests will vary. The subject areas chosen should reflect the interests of the residents.

- ~ The reference collection -- those materials used on a regular basis for informational rather than reading purposes such as dictionaries or encyclopedias -- should be in a section by itself since those materials will usually remain in that area and not circulate.

### Inventory

Library holdings should be identifiable through some sort of printed access. Some type of filing system such as a card catalog or index file should be used to identify materials that are housed in the Library. These files will help staff and residents to locate particular items kept in the library or on the booktruck. The system will also help the staff to be able to identify what materials belong to other places such as the public library.

Not all books need to be retrievable. Select those that are more permanent or more important for this type of access, and don't worry about such items as donated paperbacks.

### Selection Aids

Careful selection of library materials ensures the ultimate use and value of the collection.

Current books for adults are reviewed regularly in professional magazines like Library Journal (R.R. Bowker, 205 East 42nd Street, NY, NY 10017) and Booklist (American Library Association, 50 E. Huron Street, Chicago, IL 60611). There are also compilations of reviews that appear in book format: Magazines for Libraries edited by Bill Katz and the Fiction Catalog issued by H. W. Wilson Company are two examples. Local libraries may subscribe to or own these resources.

### Other Sources of Materials

- ~ Local businesses and families may be willing to donate funds for a specific item, like an encyclopedia set or a magazine subscription.
- ~ Memorial gifts are also a possibility.



- ~ A fund raising campaign or event for general library collection development could be conducted.
- ~ Explore grant sources relevant to your area and institution..
- ~ Donated materials should be examined carefully before they are added to the collection. A worn, outdated, unattractive book or magazine should not be retained. By the same principle, library materials that become outdated or worn should also be discarded.
- ~ Commercially-produced cassette books are available from book stores, record stores and directly from commercial publishers. Addresses of publishers can be obtained by calling your local library for more information.

For sources of large print library materials, and library aids/appliances, consult the following pages .

## LIBRARY MATERIALS SOURCES

### Large Print Book Sources

Unless otherwise noted materials provided by the following sources are for purchase. If an organization loans materials or gives them away, that information will be noted.

*ABC-Clio*

2040 Alameda Padre Serra  
P.O. Box 4397  
Santa Barbara, CA 93140-4397

*American Bible Society*

P.O.Box 5656  
Grand Central Station  
New York, NY 10163  
212-581-7400  
Large print Bibles.

*Deutsche Zentralbucherei fur Blinde zu Leipzig*

701 Leipzig  
Gustav-Adolf-Strasse 7  
Postfach 245  
German Democratic Republic  
Classics in German.

*The Doubleday Large Print Home Library*

Dept. BY041  
Garden City, NY 11535-1104  
Large print book club, hard cover.

*Editions Laurence Olivier Four*

142, rue Basse  
B.P. 3050-14018  
Caen Cedex  
France

Popular fiction, non-fiction classics and excerpts from the Bible in French.

*John Curley and Associates*

P.O.Box 37  
South Yarmouth, MA 02664  
617-394-1282

Distributes under the names of: Atlantic, Chivers, Curley and Magna Fiction and non-fiction in soft cover.

*G.K. Hall and Company*

70 Lincoln Street  
Boston, MA 02111  
800-343-2806

Mysteries and romances available in soft cover. Some recent bestsellers in hard cover.

*Grote Letter Bibliotheek*

Rijksstraatweg 125  
1396 JJ Baambrugge  
Netherlands

Popular titles, dictionary and word puzzles in Dutch. Some titles available in German, Swedish and Italian.

*Jewish Braille Institute of America, Inc.*

110 East Thirtieth Street  
New York, NY 10016  
212-889-2525

Supplies a variety of reading material on loan and for purchase in English and Hebrew. Materials also available in Braille and recorded format .



*Large Type Books in Print*

R.R. Bowker Company

P.O. Box 762

New York, NY 10011

800-521-8110

Published irregularly, this source lists books published in 14 point type or larger currently in print.

*Les Editions E.L.V.O. Ltee*

55, rue Adrien-Robert

Hull, QC J8Y 3S3

Canada

Popular fiction, non-fiction and classics in French.

*Reading Materials in Large Type*

National Library Service for the Blind and Physically Handicapped

Washington, D.C. 20542

This circular lists a variety of sources that provide large print books, reference material and religious material free, for purchase, or on loan.

Available on request from the New Jersey Library for the Blind and Handicapped.

*Thomas Nelson Publishers*

Nelson Place at Elm Hill Pike

P.O.Box 141000

Nashville, TN 37214

Large print Bibles.

*Thorndike Press*

P.O.Box 157

Thorndike, ME 04986

207-948-2962.

*Verlag der Deutschen Friedrich-Schiller-Stiftung GmbH*

61 Darmstadt, Postfach 4147

Federal Republic of Germany

Popular titles in German.

*Verlag Hans Richarz*  
Postfach 1165  
D-5202 St. Augustin 1  
Federal Republic of Germany  
Popular fiction and non-fiction in German.

*Ulverscroft*  
279 Boston Street  
Guilford, CT 06437  
203-453-2080  
Distributes under the names of Ulverscroft and Charnwood.  
Mysteries and romances available in soft cover.

*Walker and Company*  
720 Fifth Avenue  
New York, NY 10019  
212-265-3632  
Fiction and non-fiction as well as inspirational materials available in soft cover.

### Large Print Magazines, Newspapers, Crossword Puzzles

*American Foundation for the Blind*  
15 West 16th Street  
New York, NY 10011  
215-620-2000  
Sells large print crossword puzzles.

*Magazines in Special Media - 1986*  
prepared by the National Library Service for the Blind and Physically Handicapped. Part 2 lists names and addresses of magazines that are not available through the program but may be ordered directly from the publishers. This catalog is available from the New Jersey Library for the Blind and Handicapped by calling 800-792-8322.

*New York Times Large Type Weekly*

P.O.Box 2570

Boulder, Co 80302

Contains excerpts from the Sunday edition of the New York Times "Week in Review." The crossword puzzle is included. Paid subscription.

*Reader's Digest - Large Print Reader*

P.O. Box 241

Mt. Morris, IL 61054

Contains selections from Reader's Digest Condensed Books. Paid Subscription.

*Sunshine Clearly*

Sunshine Press

Litchfield, IL 62056

Readers contribute poems and short articles to this family oriented magazine. Paid subscription.

Aids and Appliances

The addresses included here are those of companies that supply equipment such as magnifiers, talking clocks and Braille watches. All of the organizations have free catalogs available on request. Items included in these catalogs are of interest to visually impaired, hearing impaired and physically handicapped persons.

*Able for Better Living*

99 West Street

Medfield, MA 02052

617-359-2910



*American Foundation for the Blind*  
Consumer Products  
15 West 16th Street  
New York, NY 10011  
800-232-5463

*Aids for Arthritis, Inc.*  
3 Little Knoll Court  
Medford, NJ 08055

*Aids Unlimited, Inc.*  
1101 North Calvert Street, Ste. 405  
Baltimore, MD 21202 301-659-0232(VOICE/TTY)

*American Printing House for the Blind, Inc.*  
1839 Frankfort Avenue  
Louisville, KY 40206-0085  
Source of 4-track cassette player and talking book machines for purchase.

*AT&T Tele-Consumer Hotline*  
1536 16th Street, N.W.  
Washington, D.C. 20036 800-332-1124(VOICE/TDD)  
Source of equipment that helps the disabled use the telephone.

*Comfortably Yours : Aids for Easier Living*  
52 West Hunter Avenue  
Maywood, NJ 07607 201-368-0400

*Enrichments, Inc.*  
P.O. Box 579  
145 Tower Drive  
Hinsdale, IL 60521 800-343-9742 (credit card orders)

*LS&S Group, Inc.*

P.O.Box 673

Northbrook, IL 60065

800-468-4789

*Maxi-Aids*

86-30 102nd Street

Richmond Hill, NY 11418

800-522-6294

*Radio Shack*

Tandy Corporation

Fort Worth, TX 76102

817-829-3192

*Special Products for People with Special Needs*

Maddak Inc.

Pequannock, NJ 07440

201-694-0500

*Vis-Aids, Inc*

102-09 Jamaica Avenue

P.O.Box 26

Richmond Hill, NY 11418

718-847-4734

## POSSIBLE FUNDING SOURCES

### *The Foundation Center Network*

79 Fifth Avenue

New York, NY 10003

212-620-4230

The Center disseminates information on private giving through public service programs, publications and through a national network of library reference collections for free public use. Four local sources are Cumberland County Library, Bridgeton; The Support Center, Newark; County College of Morris Masten Learning, Randolph; and the New Jersey State Library, Trenton.

### *Handicapped Funding Directory- 1986-87 Fifth Edition*

Richard M. Eckstein, editor

Research Grant Guides

P.O. Box 10726

Marina del Rey, CA 90295

The Directory lists over 700 corporations, government agencies, foundations and associations which grant funds to institutions and agencies for handicapped programs and services.

### *The Mitchell Guide: Foundations, Corporations and their Managers*

Janet A. Mitchell, editor, 1985-86

The Mitchell Guides

P.O.Box 413

Princeton, NJ 08540

Listing of trusts and foundations in New Jersey, with samples of grants already given out.



## INFORMATION SERVICES

### Sources for Information and Referral

The following agencies provide a variety of information concerning senior citizens. If they are unable to answer a query, they will make a referral to the appropriate agency.

#### *County Directories*

Many New Jersey counties have directories that list the services available in that particular county. Some of the directories are free; others cost a small fee. Write or call the addresses below for directory information.

Bergen County  
Directory for the Disabled  
The Health & Welfare Council of Bergen County  
389 Main Street  
Hackensack, NJ 07601 201-343-4900

Burlington County  
Human Services Directory  
United Way of Burlington County  
P.O. Box 329  
Mt. Holly, NJ 08060 609-267-4500

Cape May County  
Directory of Human Services  
United Way of Cape May County  
Cape May Court House, NJ 08210 609-465-5300

Cumberland County  
First Call for Help Newsletter  
Rural Development Corporation  
427 Landis Avenue  
Vineland, NJ 08360 609-691-0055

Essex County  
Community Resources Directory  
United Way of Essex County  
303-309 Washington Street  
Newark, NJ 07102 210-624-8300

Gloucester County  
Human Services Directory  
Gloucester County Human Services Coalition  
Red Bank and Hessian Avenues  
West Deptford, NJ 08096 609-845-5457

Hudson County  
Human Services Directory  
United Way of Hudson County  
857 Bergen Avenue  
Jersey City, NJ 07306 201-434-2625

Mercer County  
Human Services Directory  
Delaware Valley United Way  
3131 Princeton Pike, Building 4  
P.O. Box 29  
Trenton, NJ 08601 609-896-1912

Middlesex County  
Human Services Resources Directory for Middlesex County and  
Franklin Township  
United Way of Central Jersey Inc.  
32 Ford Avenue  
P.O.Box 210  
Milltown, NJ 08850 201-247-3727

Monmouth County  
Human Services Directory for Monmouth County  
United Way of Monmouth County  
1415 Wyckoff Road  
Farmingdale, NJ 07727 201-938-2250

Morris County  
United Way's First Call for Help  
United Way of Morris County  
CN 1948  
Morristown, NJ 07960 201-993-1160

Ocean County  
Resource Directory for Ocean County  
Ocean County Council of Agencies  
1027 Hooper Avenue  
P.O. Box 547  
Toms River, NJ 08753 201-244-2525

Passaic County  
Directory of Human Services  
Passaic Valley Chapter, United Way and Passaic County Department  
of Human Services  
County Administration Building  
317 Pennsylvania Avenue  
Paterson, NJ 07503 210-881-4636

Salem County  
Directory of Social Services  
Salem County Youth Services Commission  
Woodstown - Salem Road  
P.O.Box 364-B  
Woodstown, NJ 08098 609-769-0528

Somerset County  
Social Services Directory of Somerset County  
Mobilization of Resources  
38 Grove Street  
Somerville, NJ 08876 201-343-5622

Southern New Jersey (Covering Atlantic, Burlington, Camden, Cape  
May, Cumberland, Gloucester and Salem Counties)  
Directory of Human Services for Southern New Jersey  
The Community Planning and Advocacy Council of Camden County  
408 Cooper Street  
Camden, NJ 08102 609-963-7422



Union County  
Union County Human Services Directory  
United Way of Union County  
33 West Grand Street  
Elizabeth, NJ 07202 201-353-7171

Warren County  
Warren County Human Services Directory  
Warren County Department of Human Services and Mental Health  
Belvidere, NJ 07823 201-475-5361 ext.317

*Department of Community Affairs*

Division on Aging  
363 W. State Street  
CN 807  
Trenton, NJ 08625-0807 800-792-8820

Supplies addresses and phone numbers of county offices on aging.  
Provides literature and answers questions related to senior citizens. The Retired Senior Volunteer Program (RSVP), a source of volunteers, is often administered through the county offices on aging. Many offices also have newsletters.

*New Jersey Activity Professionals' Association - NJAPA*

c/o Mary Lou Cole  
56 Foster Street  
River Plaza, NJ 07701 201-842-8140

*New Jersey Commission for the Blind and Visually Impaired*

1100 Raymond Boulevard  
Newark, NJ 07102 800-962-1233  
Offers counseling, orientation and mobility training and deaf-blind services.

*New Jersey Library for the Blind and Handicapped*

2300 Stuyvesant Avenue  
Trenton, NJ 08618 800-792-8322  
Will respond to reference questions related to handicaps, particularly visual handicaps. Publishes a quarterly newsletter.

*New Jersey Offices of the Handicapped*

There is no state agency that oversees all the offices for the handicapped, therefore each county office is listed below.

Atlantic County Office for the Disabled  
1333 Atlantic Avenue, 3rd Floor  
Atlantic City, NJ 08401 609-345-6700 ext. 2831

Bergen County Office on the Handicapped  
355 Main Street  
Hackensack, NJ 07601 201-646-3555

Camden County Office on the Handicapped  
c/o Malberg School  
Ranaldo Terrace  
Cherry Hill, NJ 08034 609-963-4290

Cumberland County Office for the Disabled  
1680 W. Sherman Avenue  
Vineland, NJ 08360 609-691-9430

Essex County Office on the Handicapped  
P.O. Box 500  
Cedar Grove, NJ 07009 201-228-8230

Mercer County Office on the Handicapped  
2751 Brunswick Pike  
Lawrenceville, NJ 08648 609-883-5054

Middlesex County Office on the Handicapped  
841 Georges Road  
North Brunswick, NJ 08902 201-745-4013

Monmouth County Office on the Handicapped  
29 E. Main Street  
Freehold, NJ 07728 201-431-7399

Ocean County Office for the Disabled  
34 Hadley Avenue, CN 2191  
Toms River, NJ 08754 201-244-6804

Passaic County Handicapped Services  
Passaic County Administration Building  
317 Pennsylvania Avenue  
Paterson, NJ 07503

201-881-4363

Union County Office on the Handicapped  
Union County Administration Building  
Elizabeth, NJ 07207

201-527-4828

*New Jersey Self-Help Clearinghouse*  
St. Clare - Riverside Medical Center  
Denville, NJ 07834

800-367-6274

Information can be obtained about all types of self-help groups throughout the state by calling the toll free number. The clearinghouse also publishes a directory to self-help groups entitled The Self-Help Group Directory which is available for purchase.

*Offices on Aging*

Call the Department of Community Affairs: Division on Aging for the address and phone number of your local county office.

800-792-8820

*SCRIP*

Statewide Computerized Referral Information Program  
New Jersey Developmental Disabilities Council  
108-110 North Broad Street  
CN 700

Trenton, NJ 08625

800-792-8858

Locates services for person with developmental disabilities. Services can be educational, vocational, recreational or medical.



## SUPPLEMENTAL SOURCES OF LIBRARY MATERIAL

In addition to those items that a nursing home purchases for its library, there are also library materials available for loan to the nursing home. Two major resources are:

*New Jersey Library for the Blind and Handicapped*

2300 Stuyvesant Avenue

Trenton, NJ 08618

800-792-8322

Books on records and cassettes are available from the New Jersey Library for the Blind and Handicapped for any state resident who is unable to read regular print because of a visual impairment or a physical handicap that prevents holding a book or turning the pages. Individuals may register or an institution, if approved, may register as a deposit account. The Library will loan the playback equipment needed to play the recorded books for as long as an individual or institution wishes to remain part of the Library. Books are loaned for three months to individuals and six months to deposit accounts. All materials are sent through the mail and returned to the Library through postage free mail. Catalogs such as Talking Book Topics, Short Novels and Magazines in Special Media listing some of the Library's holdings are available.

Audiovision, a radio-reading service is available for residents of Central and South Jersey. Daily and weekly newspapers as well as magazines are read over a closed-circuit radio signal. Receivers to pick up this signal are loaned to individuals registered with the Library.

A handicapped individual may use the Free Matter mailing postage when returning large print or recorded materials to the library. For more information on Free Matter mailings contact the Library for the Blind and Handicapped at 800-792-8322.

The Library also has instructional video tapes for learning sign language available for loan.

Readers of the Library are also willing to serve as resources for people who need help with the Library's services.

For more information or to get an application form, please call the Library.

### *Public Libraries*

Your local public library may provide you with a variety of materials; it may also have access to other sources beyond its own collection. Each library has its own rules and regulations that must be adhered to. In order to borrow materials, someone in the nursing home must be registered with the library or special arrangements must be made. Your local public library may be a source of large print books, films, craft books and answers to a variety of reference questions. Many libraries publish lists and bibliographies of materials available from the library. Library budgets vary from library to library so book and audio-visual collections will vary.

It is recommended that any arrangements between the nursing home and a lending library be validated in writing and agreed to by both the administration of the lending library and the nursing home. This agreement should include but need not be limited to:

- ~ specific obligations of both parties.
- ~ staff contact persons at both institutions.
- ~ procedures for borrowing and retrieving materials.
- ~ security precautions for the materials within the nursing home.
- ~ provisions in the event of the loss of materials --  
reimbursements, acceptable percentage of loss?

The Regional Library Cooperatives, listed earlier, may be able to assist the nursing home in identifying libraries that would be willing to provide advice or loan materials to the nursing home.



## ALTERNATIVES TO THE NURSING HOME LIBRARY

If a nursing home determines that it cannot provide the staff, resources, and facilities necessary to establish a library as described on the proceeding pages, it may still provide some form of library services to the clients. Some possibilities include:

- ~ Solicit donated books for recreational reading collection; supplement with subscriptions to current magazines.
- ~ Explore the possibility of housing a deposit collection of books at the nursing home. Security for those books and some form of charge-out and retrieval system will be necessary. Possible sources for the deposit collection include public libraries, county libraries, and community colleges; the collection may be selected by the providing library or by the nursing home staff and should be changed on a regular basis.
- ~ Explore the possibility of a bookmobile stop at the nursing home in an area where there is bookmobile service.
- ~ Rent a recreational reading collection from an existing vendor (McNaughton, for example) and change it on a regular basis. Provision will need to be made to prevent book loss.
- ~ Organize a circuit of rotating collections among a group of nursing homes, with each contributing funds for the circuit.
- ~ Draw upon the mail services available to individual residents in nursing homes to obtain talking books from the New Jersey Library for the Blind and Handicapped, described earlier. Some public libraries and county libraries offer a books-by-mail service on the same basis.



THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
540 SOUTH EAST ASIAN AVENUE  
CHICAGO, ILLINOIS 60607-7070  
TEL: (773) 936-5270 FAX: (773) 936-5271

TO: Mr. John Doe  
FROM: Mr. John Doe  
SUBJECT: Mr. John Doe

RE: Mr. John Doe

DATE: 1/1/1980

TIME: 1:00 PM

PLACE: 1234567890

BY: Mr. John Doe

FOR: Mr. John Doe

1/1/1980

## AD HOC COMMITTEE

Christine Lisiecki	New Jersey State Library, Library for the Blind and Handicapped, Chair
Barbara Will Razzano	New Jersey State Library, Library Development Bureau, Co-Chair
Judy M. Aley	Burlington County Library
Dale Bedford	Clifton Public Library
Mary Lou Cole	Geraldine L. Thompson Medical Home
Adrienne Epstein	Jewish Geriatric Home
Gaile Grele	Old Bridge Public Library
Lori McConnell	Irvington Public Library
Katherine Ellen Mooney	Morris County Free Library
Susan D'Ottavio	Cumberland County Library
Roger Royster	Newark Extended Care Facility

New Jersey State Library  
New Jersey State Department of Education





HV1731 Lisiecki, Christine.  
L687 Guidelines for library  
N42 services in nursing homes

C.I.

DATE DUE	
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HV1731 Lisiecki, Christine. L687 Guidelines for library N42 services in nursing homes.	
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C.I.

DATE	ISSUED TO

AMERICAN FOUNDATION FOR THE BLIND  
15 WEST 16th STREET  
NEW YORK, N.Y. 10011

